

ESS USERS - LOCALITY



Day 1 Checklist

- ☐ Register for Cardinal HCM access at my.cardinal.virginia.gov
- ☐ Log into Cardinal HCM at my.cardinal.virginia.gov
- ☐ Review personal information such as name, address, and health benefit coverage
- ☐ Watch Employee Self-Service [videos](#)
- ☐ Understand who to contact/where to go [for support](#)